

## 2. Ad Hoc Selection Options

MTCS provides three *Ad Hoc Selection* options. Select the option that meets your needs.

1. Random tenant sample
2. Standard download
3. User-defined Ad Hoc query

### 2.1 Random Tenant Sample

MTCS provides you with a utility to generate random tenant samples from your PHA. Use the random tenant tool to develop samples for PHA surveys or conduct research. This tool allows you to select three different sample types from your PHA:

- All families
- New admissions
- FSS families

To generate a random sample, you **must** request fewer families than the number of families in the database. **The minimum sample size that you can request is 30.** You can narrow your sample by effective date. The sample provides you with tenants:

- Social Security numbers (SSN)
- Names (Last, First, M.I.)
- Addresses include city, state, and zip code

### 2.2 Standard Download

The 'standard download' option is available from the *Ad Hoc Program Selection Menu*.

This immediate Ad Hoc download option allows you to retrieve ten pre-selected fields for download and not worry about which fields you need to select. This option is available for all PHAs and replaces the need to call the MTCS Hotline for the "Large HA report."

The ten fields available through the 'standard download:'

1. HA code or project number (line 1g)
2. Program type (line 1d)
3. Type of action (line 2a)
4. Effective date of action (line 2b)
5. Head of household last name (line 3b)
6. Head of household first name (line 3c)
7. Head of household Social Security number (line 3n)
8. Total number in household (line 3r)
9. Total annual income (line 7m)
10. Total tenant payment (line 9j)

## **2.3 User-Defined Ad Hoc Query**

A 'user-defined Ad Hoc query' allows you to create a customized report. You can select from Form HUD-50058 fields to meet your own reporting needs.

Section 5 lists Form HUD-50058 fields and summary fields available for Ad Hoc queries.